

**2003 INDIANA INSTITUTIONAL LIBRARY AND MEDIA
CENTER SURVEY**

Fiscal Year July 1, 2002 - June 30, 2003

Due March 22, 2004

Part A - Respondent Identification

Please provide the most current information available for the identification section.

Name of Institution: _____

Population Served (Number of offenders or residents): _____

Mailing Address: _____ City: _____ IN ZIP: _____

Street Address: _____ City: _____ IN ZIP: _____

Name of respondent: _____

Title of respondent: _____

Phone _____ FAX: _____

E-mail address: _____

What is the greatest need for your library? (Fiction, non-fiction, reference books, shelving, etc?)

For LDO use only:

Name and title of person to whom you report:

Telephone number of person to whom you report: _____

The information submitted in this survey may help in obtaining grant programs.

Part B – Library Staff FY 2002-2003

	Number of FTE* OR	Number of employees**
Librarians and other professional staff	_____	_____
All other staff who work in library	_____	_____
Paid or volunteer offender(s)/resident(s)	_____	_____

***(Full Time Employees)**

(divide # of hours worked in a week by # of hours considered full time)

****if more relevant**

Part C – Library Operating Expenditures FY 2002-2003

	\$ Amount
Salaries and wages – exclude employee fringe benefits	
Certified librarians	_____
All other paid staff	_____
Books, & other print materials; serial backfiles & all microforms	_____
Periodicals	_____
Audiovisual materials	_____
Computer files & search services (include current electronic serials)	_____
Computer hardware & software-include maintenance	_____
All other operating expenditures (anything not listed elsewhere)	_____
Total operating expenditures	_____

Part D – Library Services, Typical Week FY 2002-2003

Choose a week that is neither unusually busy nor unusually slow nor has holidays. Include staff, offenders, patients, visitors (anyone who used your services)

Estimates are acceptable.

	Number per week
Number of hours open	_____
Gate count (# people in library) (May count same person more than once)	_____
Reference questions – include computer searching (Include in-person, telephone, fax, e-mail, and letter)	_____
Number of registered resident users (if applicable)	_____
Number of items checked out	_____

Part E – Library Collections, FY 2002-2003

	<u>Added during fiscal year</u>	<u>Total held at end of fiscal year</u>
Books, serial backfiles, and government documents that are accessible through the library's catalog. Include bound periodicals and newspapers. Exclude microforms.	_____	_____
Current serials – include periodicals, newspapers & government documents	_____	_____
Sound recordings - includes cassettes, CD-ROMs phonograph records, talking books, etc.	_____	_____
Film & video materials – include 16mm, video-cassettes, DVDs	_____	_____
Computer software (include CD, disk)	_____	_____
Total Titles	_____	_____

Part F – Library Services, FY 2002-2003

Category	Number
How many:	
Circulation transactions	_____
Number of requests for items in Reserve collection	_____
Number of presentations/programs	_____
Number of persons served in presentations/programs	_____

Part G - General Questions

1. Are changes in funding, staffing, or services under discussion? What do you anticipate?

2. In general, has support of various kinds for your library recently increased or lessened? Please give details.

3. Have library services been increased or cut in the past year? Please explain.

4. How does your library accommodate limited/non-English speaking users? What percentage of your population falls into these categories?

5. **(Correctional only)** Are resources shifting one way or the other between law library and general library services?

Thank you for completing this form!

Return the completed form by March 22, 2004 to:

Library Development Office, Indiana State Library
 140 North Senate Avenue, Indianapolis, IN 46204-2296
-or- FAX: 317-232-0002

Direct questions to: Edythe Huffman, 317-232-3697, 800-451-6028 or
 ehuffman@statelib.lib.in.us